

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4102

TITLE: DEPUTY CHIEF OF POLICE

GRADE: O-33

DEFINITION:

As one of two principal deputies to the Chief of Police (i.e., as the Deputy Chief of Police for Administration or Deputy Chief of Police for Operations), is responsible for the overall leadership and management of Police Department activities; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Under broad policy guidance from the Chief of Police, provides leadership and has direct command authority over all elements in the Department that are responsible for the delivery of either administrative support or field police services.

ILLUSTRATIVE DUTIES:

Directs/commands administrative support or field police services;
Manages assigned units and functional areas in a manner that produces cost effective results;
Provides effective, responsible and continuing leadership of assigned elements;
Allocates/deploys agency resources;
Ensures that subordinates comply with all County and departmental rules, regulations and General Orders;
Plans, studies and analyzes matters that bear on the performance of assigned units in effectively discharging their functions;
As defined by the Chief of Police, coordinates the administration of assigned units and their functions with senior County officials, regional law enforcement officials, and others;
Plans and administers the budget;
Continuously formulates programs and policies affecting assigned units and functions;
Serves as liaison and point-of-contact with civic, business and residential groups, and appears before various groups as a senior spokesperson for the Department, or as the personal representative of the Chief of Police.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of police administration and techniques;
Knowledge of the scientific methods of crime detection, prevention, criminal identification, and radio communications;
Knowledge of applicable laws and ordinances;
Strong management and leadership skills, as demonstrated in an appropriate command and/or staff assignment;
Ability to direct and coordinate the activities of a large police staff;
Ability to establish and maintain cooperative relationships with other County departments and the public;
Ability to use sound judgement in administrative matters and in emergencies.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from an accredited four-year college or university with a Bachelor's degree in
Criminal Justice, Public Administration, Business Administration or other related field;
Must be currently serving in the rank of Major in the Fairfax County Police Department.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

REVISED: January 31, 1994
REVISED: October 29, 1984
REVISED: December 14, 1982